



Job Title: Fundraising Coordinator

Location: Hybrid

Reports to: Development Director

FLSA Status: Part-Time (15-20 hours/week), Non-Exempt

Salary Range: \$24-\$26/hour depending upon experience

Organizational Summary: Girls on the Run (GOTR) of Silicon Valley is a local nonprofit organization dedicated to inspiring girls to be joyful, healthy, and confident using a fun, experience-based curriculum that creatively integrates running. We are one of nearly 200 GOTR chapters across the US and Canada. Our program creates a safe place for girls to grow in confidence through identifying and processing emotions, goal setting, cooperation, healthy decision-making, and self-respect, while improving their physical health and stamina.

GOTR of Silicon Valley is dedicated to being an inclusive, diverse, equitable and accessible organization. We strive to eliminate barriers to participation, to create programming that engages all communities, to be intentional about staff and volunteer diversity, and to promote a culture of inclusion across the organization.

We anticipate serving close to 2,000 girls in our programs in 2024. The Fundraising Coordinator will join our team of six staff members as we work to benefit our GOTRSV community through our mission-driven nonprofit.

Position Summary: The Fundraising Coordinator is responsible for the planning and execution of our fundraising campaigns, assisting with grant and sponsor development and reporting, merchandise sales, and the planning of special events. Reporting directly to the Development Director, this position works collaboratively with our program, marketing, and development staff to secure funding that is critical to the delivery of our programs. The ideal candidate will be comfortable communicating with donors and grantors, engaging in operations and administrative tasks, as well as hands-on activities with program execution and fund development.

Although this is a part-time position, hours can reach up to 40 hours/week in a few peak periods in March-May. Very minimal summer hours from June-August. Work will be a combination of at-home and on-site or in-office for events and logistics planning and set-up. Flexible hours with occasional weekends and evenings.

Key Responsibilities:

Peer to Peer Fundraiser Coordination

- Create Run for a Reason fundraising materials to distribute to girls and coaches
- Investigate, plan, and order fundraising items to fit within fundraiser budget
- Perform site visits to present Run for a Reason to the teams and offer support to coaches
- Communicate with coaches regarding timeline and data submissions
- Communicate with parents regarding fundraiser questions
- Coordinate with Marketing Manager regarding Run for a Reason newsletter and social media postings
- Collect and process fundraiser submission spreadsheets from coaches and track online submissions and matching gifts
- Count, confirm, and deposit funds received
- Summarize donation data and coordinate appreciation gift distribution
- Coordinate data entry and preparation of donor tax letters
- Summarize fundraiser financial results
- Assist with EOY Stronger Together fundraiser planning and logistics

SoleMates Program Coordination

- Communicate with SoleMates from event registration through completion
- Manage SoleMates appreciate gifts

- Coordinate with Marketing Manager to create registration materials and social media postings

Grants and Sponsorship

- Assist with grant administration, grant writing, and final reporting
- Assist with sponsor development and stewardship

Merchandise Management

- Assist Development Director in ordering and tracking merchandise inventory
- Calculate and report quarterly sales tax due on merchandise purchases and sales
- Plan merchandise sales (signage, pricing, etc.) at GOTRSV events
- Assist with deposit reconciliation

Other Duties

- Assist the team with tub building and distribution throughout the season
- Assist other staff as needed to prepare for and execute the event held in May of each year
- Assist with planning and implementation of special events throughout the year
- Additional tasks as assigned by the Development Director or Executive Director

Qualifications:

Required Qualifications

- 1-4 years of relevant experience
- Critical thinking and strong communication skills, both verbal and written
- Excellent detail management, coordination, and tracking skills
- Proficiency in Google docs/sheets, project management software, and excel
- Ability to work well with a small team and function as a team player on a range of projects
- Ability to work independently on assigned duties
- Ability to acclimate to a changing environment and meet a flexible work schedule
- Reliable personal transportation to travel throughout Santa Clara and Santa Cruz counties
- Must be able to lift and carry up to 30 pounds
- Applicant must be willing to undergo a comprehensive background check
- Passionate about the mission of Girls on the Run

Preferred Qualifications

- Previous experience with Girls on the Run (or another non-profit)
- Prior fundraising experience and creative thinking
- Connections to local community
- Spanish language proficiency
- Desire to grow career with Girls on the Run of Silicon Valley!

Benefits:

- Hourly rate of \$24-26 based on experience
- Accrued PTO
- 401K plan with employer match
- Educational opportunities for growth and skill building
- Work is meaningful, mission-driven, and rewarding!

To Apply: Please send **cover letter and resume** to jobs@gotrsv.org by December 31st. Be sure to include your name and the job title you are applying for in the subject line.